

PURCHASING POLICY

For all funds managed by the RiiDL Somaiya, including Fees, and Appropriation Funds, the Research Center operates under a business practice policy that all procurement of supplies and services must be reviewed and approved prior to the procurement. This review and approval is conducted by the Purchasing Department of Somaiya Vidyavihar. Because of this business practice policy, it is mandatory that a requisition/purchase order be created by the individual department through an application prior to the ordering of any supplies, services or equipment. Departments are not authorized to commit funds without creating and receiving an approved purchase order from Somaiya Vidyavihar.

Furthermore, the Provost will give an approval for purchase of equipments in excess of Rs. 50,000.00, RiiDL Somaiya policy is that all contracts (no matter the rupee amount) for goods and services be reviewed and approved by the Somaiya Vidyavihar Purchasing Department, and as necessary by Legal, prior to signing on behalf of RiiDL Somaiya. If a vendor requires a signature, that document must be reviewed by Purchasing prior to signing.

Contracts should be sent to the Purchasing Department Head of Somaiya Vidyavihar.

For assistance or questions call the Purchasing Department, 022-617-02100.